

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
TWIN OAKS TOWN HALL
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, JANUARY 5, 2022**

The meeting of the Twin Oaks Board of Aldermen was called to order at 7:00 pm. Roll Call was taken:

Mayor: Russ Fortune – yea

Aldermen: April Milne – yea Lisa Eisenhauer – remote via Zoom
Dennis Whitmore – yea Tim Stoeckl – yea

Also Present: Frank Johnson, City Clerk/Administrator
Paul Rost, City Attorney

Permanent records are kept of all minutes and ordinances. Each ordinance is read a minimum of two times by title, unless otherwise noted.

APPROVAL OF THE AGENDA

Mayor Fortune asked for a motion to approve the agenda. Alderman Stoeckl so motioned, seconded by Alderman Whitmore. The motion passed by a voice vote.

APPROVAL OF THE CONSENT AGENDA

Mayor Fortune asked for a motion to approve the Consent Agenda consisting of the December 28, 2021 Regular Session Minutes; and the Bills List from December 24, 2021 to December 30, 2021. Alderman Whitmore motioned to approve the consent agenda, seconded by Alderman Milne. The motion passed by voice vote.

REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report: Officer John Wehner reviewed the December Police Report as well as the hours logged on the bike for December. Officer Wehner also reviewed the year-end total of the Police activity: radio calls, police reports, traffic stops, summons, auto accidents, and reported crimes. He reported not much change with the total number of incidents from 2020 to 2021 with the exception of the self-initiated assignments. The self-initiated assignments are up as a result of the COVID pandemic.

Park Committee Report: Alderman Stoeckl reported that the Park Committee had a good turnout for the Winter Lighting at the park. Mayor Fortune estimated the size of the crowd to be over 100 for this event. The Board agreed that the mild weather added to the size of the turnout.

PRELIMINARY CITIZEN COMMENTS

There were no preliminary citizen comments.

NEW BUSINESS

Bill No. 22-01: An Ordinance Amending chapter 520, Sewer Lateral Program, of the Municipal code of the City of Twin Oaks, Missouri: First reading of Bill No. 22-01 was read.

1 Mr Fortune asked if there were any questions concerning Bill No. 22-01. City Clerk/Administrator Frank Johnson stated that this resolution was the culmination of all the changes that have been discussed, including having a cap for reimbursements, requiring bids for repair work, and having a city employee present when the sewer lateral is inspected. The second reading of Bill No 22-01 was read. Alderman Milne motioned to approve Bill No. 22-01, seconded by Alderman Stoeckl and the motion passed on a roll call vote as follows: Aldermen Milne-yea, Eisenhower-yea Whitmore-yea and Stoeckl-yea. Mayor Fortune stated that Bill No. 22-01 being duly passed by a vote of four yeas and zero nays becomes Ordinance No. 22-01.

Resolution No. 2022-01: A Resolution of the Twin Oaks Board of Aldermen approving and Agreement with Crowder Construction, Inc., for the addition of compost and topsoil to the Garden beds located at the Intersection of Big Bend Road and Highway 141: Mayor Fortune asked if there were any questions concerning Resolution No. 2022-01. Mayor Fortune asked for a motion to approve Resolution No. 2022-01. Alderman Stoeckl motioned to adopt Resolution No. 2022-01, seconded by Alderman Milner. The motion passed by voice vote of four yes, zero no.

Appointment to Park Committee: Mayor Fortune recommended Zachary Martin for appointment to the vacancy on the Park Committee. Mayor Fortune stated that Mr. Martin had previously submitted an application to join the Parks Committee last year but there were no openings at that time. City Clerk/Administrator Johnson advised the Board that Mr. Martin had also filed as a candidate for the April 5, 2022 Aldermanic election, and that he would be required to resign his position with the Park Committee if elected. Alderman Milne motioned to approve, seconded by Alderman Stoeckl and the motion passed on a voice vote of four yes, zero no.

DISCUSSION ITEMS

Accountant RFP: City Clerk/Administrator Johnson reviewed with the Board the results from the accounting services RFP the City issued last year. Ten accounting firms were contacted and the RFP was published on May 24, 2021. The City received proposals from two firms, KEB and Ijaz Group. KEB was invited to attend the July 7th Board of Aldermen meeting to present their proposal and answer questions from the Board. City Clerk/Administrator Johnson also reviewed the difference in cost between KEB's proposal (at \$10,800 per year) and the City's current accountant, Jeff Blume (at \$6,000 per year). In August, the Board decided to put any final decision on hold until the budget process for 2022 was completed.

City Clerk/Administrator Johnson asked the Board for their direction on whether they wanted to revisit the proposal from KEB or continue with the City's current accountant. Discussion ensued with the Board considering the pricing difference between the proposals, the desire to keep the city's dollars in the local economy, and familiarity with Mr. Blume vs. the unknown with KEB. Alderman Whitmore asked about the refinancing of the City's debt for the Town Hall construction and if Mr. Blume is involved with this process. City Clerk/Administrator Johnson stated Mr. Blume is involved and that a deal on the refinancing is close to being finalized. He also stated that by the time an agreement is reached on the refinancing, the City will likely be beginning the 2021 audit. Further discussion ensued.

The Board members agreed that making a change at this time would disrupt the continuity of the refinancing and the upcoming audit, and that the issue would be revisited later this summer when both processes are completed.

ATTORNEY'S REPORT

There is no Attorney's report at this time.

CITY CLERK'S REPORT

Ace Hardware

- Advised Ace Hardware of the need for a Conditional Use Permit for the outdoor storage. Received permit application on Dec. 17. Waiting for responses to development plan review comments before adding to P&Z agenda.

2022 Twin Oaks Calendar

- Printed calendars have been delivered to the City Office. They will be distributed the week of Jan. 3.

2022 Municipal Election

- Candidate filing for the April 5, 2022 election closed on Dec. 28, 2021. Three candidates have filed to run for the two open spots on the Board of Aldermen. The candidate and ballot certifications are due to the St. Louis County Board of Elections by Jan. 25.
- The ballot proposition for the use tax approval will be submitted to the Board of Elections as Proposition U.

COVID Return-to-Work Policy

- The City has updated its policy for when employees may return to work following a COVID exposure or a confirmed positive test based on the latest CDC guidance. A copy of this policy has been distributed to City employees and elected officials.

Project Updates

ROW Permits

- The City received an influx of Right-of-Way permits toward the end of the year. In each case, the submitted plans and documentation were forwarded to the City Engineer for review. Staff also consulted with the City Attorney on the process for handling such permits and issues with applicants submitting incomplete permits. As a result, the City will be making several changes to the permit form, and staff now have a better understanding of how to properly vet applications.

Sunrise Telecom ROW Permit

- A contractor working on behalf of AT&T has submitted a permit to install new fiber opticline throughout the City. This permit has undergone several rounds of review due to the extensive nature of the work, and will involve excavation in the ROW and utility easements on residential properties. As such, we anticipate the work will cause some disruption. Staff will work with the contractor to make sure we can get advanced notice and information out to residents before the project begins.
- Final approval is still pending for this permit, as the contractor has submitted additional information at the City's request that is currently being reviewed by BFA.

- The contractor for this work appears to have submitted similar applications to potentially dozens of cities in St. Louis County and has had difficulty coordinating all the permit applications. As such, they sent utility locate crews out to mark City streets in mid-December despite not having received approval. Staff took prompt action when we were alerted to this issue and notified the contractor that permit approval is required before any work can begin.

OJ Laughlin and Collins & Hermann ROW Permits

- Contractors working for Ameren and Missouri American Water have submitted permits for work on Crescent Avenue to connect the respective utilities to the new Valley Park FPD fire station. They are currently under review by BFA.

Tree Removal in Twin Oaks Park

- A large Box Elder tree in the southern end of Twin Oaks Park was removed on Wednesday, Dec 29.

Streetlight Replacement

- Ameren recently replaced the bulbs in several street lights that had gone out in various locations throughout the City. Please let me know if there are any additional outages that still need to be addressed.

FINAL CITIZEN COMMENTS

There were no citizen comments

MAYOR & ALDERMEN COMMENTS

Alderman Whitmore commented on the Holiday Lighting Contest participation and ask that the City convey a thank you to everyone that participated. City Clerk/Administrator Johnson stated that he would pass along the thank you from the City to the residents. Whitmore requested to have two awards for next year, one for the Apartments and one for the homes.

Alderman Milne welcomed Paula Dries to the Assistant City Clerk position.

ADJOURNMENT

There being no further business, Alderman Milne motioned to adjourn the regular meeting at 7:48 p.m., seconded by Alderman Whitmore and the motion passed with the unanimous consent of the Board of those present.

Drafted By: Paula Dries
Paula Dries
Assistant City Clerk

Date of Approval: _____

ATTEST:

Frank Johnson
Frank Johnson
City Clerk/Administrator

Russ Fortune
Russ Fortune,
Mayor, Board of Aldermen